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EXCLUDED INFORMATION

Memo #84

7 January 1952

All TSS Division Chiefs

Acting Chief, TSS/DD/P

Establishment of a TSS Career Service Committee

1. A CIA Career Service Committee has recently been established, and, through the medium of six Working Groups, is in the process of drawing up a Career Service Program. This program has two basic purposes: to conduct normal personnel training and management affairs; and, to develop to the fullest the talents and potentialities of proven employees through a "Development Program".

2. In line with this, a TSS Career Service will be established, consisting of the following members representing different broad categories of TSS personnel:

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Chairman,
Executive Secretary,
Staff Training Officer,

Scientific

Administrative & Clerical
Analytical & Intelligence
Technical

3. The functions of the TSS Career Service Committee are to:
- a. Make recommendations to the Acting Chief, TSS, on matters of policy pertaining to the administration of the CIA Career Service Program for dissemination to their committee.
 - b. Direct within the Staff, the application and functioning of the TSS Career Service Program.

4. A first meeting of the Career Service Committee will be scheduled in the near future.

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Acting Chief, TSS/DD/P

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